

SECRET



## UNITED STATES PATENT AND TRADEMARK OFFICE

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UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/637,388	08/11/2000	JAMES B. RILEY	LC-1

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## FORMALITIES LETTER



\*OC000000005405874\*

Date Mailed: 09/18/2000

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

## Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given TWO MONTHS from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.  
*Applicant must submit \$ 690 to complete the basic filing fee and/or file a small entity statement claiming such status (37 CFR 1.27).*
- Total additional claim fee(s) for this application is \$510.
  - \$432 for 24 total claims over 20.
  - \$78 for 1 independent claims over 3.
- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 1330.

A copy of this notice **MUST** be returned with the reply.

*Oppkins 274*  
Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

12/27/2000 KZWDIE 00000021 061075 09637388  
01 FC:101 710.00 CH  
02 FC:105 130.00 CH  
03 FC:102 80.00 CH  
04 FC:103 432.00 CH



PATENTS  
LC-1

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

PATENT APPLICATION

Applicants : James B. Riley et al.  
Serial No. : 09/637,388  
Filed : August 11, 2000  
For : ELECTRONIC NOTE TAKING SYSTEMS AND  
METHODS  
Group Art Unit : 2776

New York, New York 10020  
December 18, 2000

Box MISSING PARTS  
Hon. Commissioner  
for Patents  
Washington, D.C. 20231

REPLY TO NOTICE TO FILE  
MISSING PARTS OF APPLICATION

Sir:

Responsive to the Notice of Missing Parts (copy attached) issued by the Patent and Trademark Office on September 18, 2000 in connection with the above-identified patent application, applicants enclose herewith:

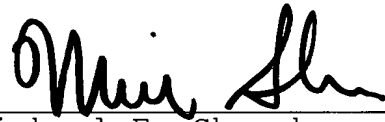
- 1) A copy of the September 18, 2000 Notice to File Missing Parts; and
- 2) An executed Declaration and Power of Attorney.

Please charge the \$1240.00 filing fee, the \$130.00 surcharge under 37 C.F.R. § 1.16(e), and the \$110.00 one-

month extension fee under 37 C.F.R. § 1.17(a)(1) to Deposit Account No. 06-1075 (total of \$1480.00).

The Commissioner is also hereby authorized to charge any additional fee or to credit any overpayment that may be due in connection with this Reply to Deposit Account No. 06-1075. A duplicate copy of this form is enclosed herewith.

Respectfully submitted,



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I Hereby Certify that this  
Correspondence is being  
Deposited with the U.S.  
Postal Service as First  
Class Mail in an Envelope  
Addressed to: ASSISTANT  
COMMISSIONER FOR  
PARENTS  
WASHINGTON, D.C. 20231 on

December 18, 2000  
Claire J. Saintil

  
Signature of Person Signing